



STATE OF CALIFORNIA
Department of Parks and Recreation
EXAMINATION ANNOUNCEMENT
STATE PARK INTERPRETER I
OPEN



AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION, MEDICAL CONDITION OR PREGNANCY, COMMITTED TO VALUING DIVERSITY IN THE WORKPLACE.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

POSITIONS EXIST

Statewide

SALARY RANGE

\$3495 - \$4375

WHO SHOULD APPLY

Applicants who meet the minimum qualifications by **October 23, 2014**, the **final filing date**. Applications will not be accepted on a promotional basis.

WHERE TO APPLY

Applications ([Std. Form 678](#)) may be delivered in person or by mail. Please submit to:

By mail:

Department of Parks and Recreation
Attention: Selections Unit/Jeanne Krause
P.O. Box 942896
Sacramento, CA 94296-0001

In person:

Department of Parks and Recreation
1416 9th Street, Selections Unit
Room 1018 (10th floor)
Sacramento, CA 95814

INCLUDE EXAM CODE (4PR10) ON YOUR APPLICATION IN THE SECTION TITLED "EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING".

Only applications for the *State Park Interpreter I* will be accepted. If you are applying for multiple examinations you must file a separate application for each one. Failure to do so will result in the rejection of your application from this examination.

EXAMINATION INFORMATION

The examination consists of two (2) components: The first component is a Training and Experience **(T&E) Evaluation weighted as Pass/Fail** and the second component is a Written Supplemental Examination weighted 100%. The first component, T&E Evaluation (link is provided below) must be completed and submitted with the ([Std. Form 678](#)) application. A passing score must be achieved on the T&E Evaluation in order to receive the link to take the **Written Supplemental Examination**. The Written Supplemental Examination link will be mailed with the Passing Score Results.

A hard copy of your completed T&E Evaluation and an application (STD Form 678) must both be mailed and postmarked or hand delivered no later than **October 23, 2014**, the **final filing date**. The link to the T&E Evaluation will not be available after that point.

To "**Preview**" the Pass/Fail T&E Evaluation questions: [Click Here](#)

or type the following into the address bar https://www.surveymonkey.com/s/Interpreter_I_Preview

To "**Complete**" the required Pass/Fail T&E Evaluation: [Click here](#)

Or type the following into the address bar https://www.surveymonkey.com/s/State_Park_Interpreter_I

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Exam Title: State Park Interpreter I
Exam Code: 4PR10
Schem Code: BU46

Release date: October 8, 2014
Final Filing Date: October 23, 2014
Class Code: 2826

Written Supplemental Examination: Those who receive a passing score on the T&E Evaluation will be mailed the link to the Written Supplemental Examination. The Written Supplemental Examination will begin at 6:00 a.m. (PST), December 11, 2014 and ends at 6:00 a.m. (PST) on December 12, 2014. The link will be deactivated after that time and candidates will no longer be able to submit Written Supplemental Examinations, and will be disqualified from the examination. To obtain a position on the eligible list, a minimum score of 70% must be received on the Written Supplemental Examination.

Note: Reschedules will only be considered based on the California Government Code and the California Department of Human Resources policy.

FINAL FILING DATE

Required: A hard copy of your completed T&E Evaluation ([Click here for Actual T&E Examination](#)) and an application (STD Form 678) must be mailed and postmarked or hand delivered no later than **October 23, 2014**, the **final filing date**. Packets postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark "yes" on Question #2 on the Examination and/or Employment application. The Selections Unit will contact you to make special testing arrangements. If you have not been contacted prior to receiving your notice for the examination, please contact the Exam Analyst at (916) 653-3536.

ELIGIBLE LIST INFORMATION

A departmental statewide eligible list will be established for the Department of Parks and Recreation. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **October 23, 2014**, the **final filing date**.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

If education is required to meet the minimum qualifications, include on the application (question #13) the name and location of the institution, course of study, units completed (semester/quarter), diploma, degree, or certificate obtained, and date completed. **Note:** Applicants who are hired from the employment list must provide their official transcripts from the applicable institution(s) if education is used to meet the minimum qualifications.

Acceptable course work and degrees must be completed at a regionally accredited institution. Course work completed in other states is acceptable as long as the institution holds regional accreditation through an accrediting body. Course work and degrees completed outside of the United States must be evaluated by an approving foreign transcript evaluation agency before they may be used for credentialing purposes.

MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "Either" I, "Or" II, "Or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Experience: One year of experience in research and development of historical or natural resource interpretive programs.
And

Education: Equivalent to graduation from college with major work in interpretation, social sciences, natural sciences, communications, or closely related fields. (Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.)

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POSITION DESCRIPTION

Under direction, to do the less difficult or varied work in the planning, research and development of interpretive projects for the Department of Parks and Recreation; to participate in or direct small interpretive projects or portions of large interpretive projects; and to do other related work.

Positions exist statewide.

EXAMINATION SCOPE

Knowledge of:

1. Spoken language rules for the English language in order to formulate proper sentences, speak in a correct and understandable manner to communicate with others (e.g., co-workers, public) and understand the verbal communication of others speaking English.
2. Methods for researching job-related information required for writing (e.g., grants, brochures, interpretive panel text, social media, press releases, etc.).
3. Methods for researching park resources (e.g., natural, cultural, recreational, etc.) sufficient to present information to visitors and answer a variety of questions.
4. Interpretive methods and techniques sufficient to present information about park resources to diverse audiences (e.g., school children, families, underserved communities, community groups, senior citizens, etc.).
5. Appropriate interactions between park visitors and wildlife to ensure the health and safety of visitors and wildlife.
6. Methods and techniques for training volunteers (e.g., presentation skills, learning styles, creating digital/audio-visual materials, performance evaluations, writing handbooks, etc.) to prepare volunteers for effective program delivery.
7. The principles of interpretation to provide the public with effective interpretive services.
8. Basic interpretive planning process and procedures to effectively develop interpretive services.
9. Techniques for working with groups to foster effective team interaction and ensure the quality of presentations to groups.
10. Basic methods and techniques used in interpreting museum objects, and historical sites and buildings to provide accurate information to park visitors.
11. Computer operations to create presentations, process work-related documents, etc.

Skill to:

1. Operate a computer in order to produce work-related documents.

Ability to:

1. Communicate with a variety of people and organizations (e.g., schools, historical societies, elected officials, museums, park associations, etc.) to cultivate effective partnerships.
2. Present to diverse groups of visitors (e.g., ethnic and cultural backgrounds, gender, age group, etc.) by avoiding biases and remaining open to different perspectives and questions.
3. Work with subject matter specialists to develop accurate and effective interpretive services.
4. Operate a computer to create presentations, process work-related documents, etc.
5. Listen to feedback from visitors, colleagues, and supervisors in order to improve job performance and effectively carry out duties.
6. Objectively evaluate staff/volunteers' presentations to provide improved interpretive services.
7. Multitask in several different areas on a given day (e.g., coordinating volunteers, planning presentations, carrying out administrative duties, etc.) to effectively perform assigned duties.
8. Break down complex/technical information to incorporate it into an easily understandable interpretive presentation for a variety of audiences.
9. Respond to visitor complaints with diplomacy for optimal customer service.
10. Design various media to effectively promote interpretive services.
11. Speak comfortably and coherently in front of a wide variety of audiences to effectively deliver park messages.
12. Plan and develop new interpretive programs and projects to ensure an engaged audience.
13. Research information using a variety of sources (e.g., Internet, professional journals, park resources, libraries, local community groups, etc.), analyze facts, and draw conclusions to create accurate interpretive services.
14. Write English using proper grammar, punctuation, format, and transitions in order to effectively convey important information to the public via written materials.

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15. Communicate interpersonally with co-workers, visitors, volunteers, etc., to answer questions and relay information.
16. Coordinate volunteer assignments and schedules to place volunteers in appropriate activities.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to travel throughout the State and to work irregular hours and weekends.

VETERANS' PREFERENCE

Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veteran's preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

CAREER CREDITS

Career credits are not granted in open examinations.

CONFIDENTIALITY AND SECURITY

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

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GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Parks and Recreation, (916) 651-0438 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature, it is the candidate's responsibility to contact the Selection Unit of the Department of Parks and Recreation, (916) 651-0438, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: Locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at Department of Parks and Recreation, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and online at jobs.ca.gov.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Parks and Recreation reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans' Preference: Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application ([CalHR 1093](http://CalHR_1093)), which is available at <https://jobs.ca.gov/job/veteransinformation>, and the Department of Veterans Affairs.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

DEPARTMENT OF PARKS AND RECREATION

Personnel Office/Selection Unit 1416 9th Street, Room 1018, Sacramento, CA 95814 (916) 651-0438

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)